

**City of Springfield****FY 06 Recommended Budget**

**Function:** Law Department  
**Department:** Law Department  
**Department Budget:** \$1,516,985

**Department Mission:**

The mission of the Law Department is to provide legal advice, assistance and representation to city officials and departments so that they can operate consistent with local, state and federal laws and to obtain optimum settlements on public liability claims and suits against the City of Springfield.

**Department Highlights:**

The Law Department is responsible for all the law business of the City. It provides legal services and representation to the Mayor, the City Council, School Committee, Financial Control Board, City Departments, City Commissions, and City employees acting in their official capacities. It endeavors to service these clients in the timeliest and most cost efficient manner possible. Attorneys who serve in the Law Department's two programs are guided by the canons of legal ethics as they strive to be as accessible and responsive to their Department's clients as possible.

Attorneys assigned to the Law Department's Litigation program represent the city's interests in state and federal courts, at administrative proceedings, and before various other adjudicatory bodies. The City's litigation attorneys work to affirmatively protect the City's interests by recovering damages, collecting delinquent taxes, fines, and other debts owed to the City, by enforcing City Ordinances, and by obtaining equitable relief. They also provide labor negotiation, workers compensation, and employment law services for the municipal corporation. In addition, they defend the City and its interests when it, its Departments, and/or its employees are sued.

Attorneys assigned to the Law Department's Legal Services program work with the City Council on legislation, issue formal legal opinions, assist in the negotiation and documentation of all major economic development projects, provide advice regarding bid protests, review City contracts, and draft legal documents. The legal services attorneys endeavor to minimize the City's liability while ensuring fairness and consistency of process.

**City of Springfield**

**Function: Law Department**

**Department: Law Department**

**SUMMARY**

**FY 06 Recommended Budget**

	Actual Expenditures FY 04	Adopted FY 05	Actual 03/31/05	Estimated 06/30/05	Proposed FY 06
<b>PROGRAM SUMMARY</b>					
Legal	\$ 388,277	\$ 570,290	\$ 396,744	\$ 545,943	\$ 581,120
Litigation	348,894	852,195	669,797	908,323	935,865
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 737,171</b>	<b>\$ 1,422,485</b>	<b>\$ 1,066,541</b>	<b>\$ 1,454,266</b>	<b>\$ 1,516,985</b>

**REVENUE SUMMARY**

**Non General Fund**

	Actual FY 04	Estimated FY 05	Proposed FY 06
Grants	\$ -	\$ -	\$ -
Bond Proceeds	-	-	-
Fees			
Reimbursements	-	-	-
<b>Total Non General Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**General Fund**

General Fund Fees	\$ -	\$ -	\$ -
General Fund Contribution	737,171	1,454,266	1,516,985
Total General Fund	\$ 737,171	\$ 1,454,266	\$ 1,516,985
<b>Total</b>	<b>\$ 737,171</b>	<b>\$ 1,454,266</b>	<b>\$ 1,516,985</b>

**FUNDED POSITIONS/FTEs:**

	Adopted FY 04	Adopted FY 05	Proposed FY 06
City Solicitor	1	1	1
Deputy City Solicitor	1	1	1
1, 2 & 3 rd Associate City Solicitor	6	6	6
Assistant City Solicitor	7	7	7
Paralegal	3	3	3
Claims Agent	1	1	1
Collective Bargaining Agent	1	1	1
Administrative Assistant	2	2	2
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>22</b>

**APPROPRIATION SUMMARY**

	Adopted FY 04	Adopted FY 05	Proposed FY 06
Personal Services	\$ 654,318	\$ 1,064,358	\$ 1,030,552
Other Than Personal Services	\$ 82,853	\$ 358,127	\$ 486,433
Capital Outlay			
<b>TOTAL</b>	<b>\$ 737,171</b>	<b>\$ 1,422,485</b>	<b>\$ 1,516,985</b>

**Function:** Law Department  
**Department:** Law  
**Program:** Legal  
**Program Budget** \$581,120

**Program Goal:**

The goal of the Legal Services Program is to provide legal guidance and support services to City departments, Boards and Commissions and elected officials so that they may achieve their outcomes in compliance with local, state, and federal laws.

**Program Narrative:**

The Legal Services Program provides legal guidance and support services to all City departments, elected officials, and Boards and Commissions. Services include providing legal advice and formal legal opinions; contract negotiation, drafting and review; responding to labor and human resource questions, including employee benefits, disciplinary matters, grievances and collective bargaining issues, drafting requests for proposals, invitations for bids, and answering procurement questions, drafting ordinances, special acts, ordinances, resolves and orders; assisting departments with public records compliance, and providing legal advice and guidance to, as well as attending all meetings of, the Springfield City Council, Board of Police Commissioners and Board of Fire Commissioners.

**Program Objectives:**

1. Minimize the amount of time required to provide formal legal opinions.
2. Minimize the time required to respond to public records requests.

Key Program Measures	FY 2004	FY 2005	FY 2006
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Legal opinions processed within 60 days after assignment	n/a	n/a	90%
Contracts negotiated, drafted and reviewed	1275	1275	1275
RFPs processed	20	20	20
Disciplinary cases processed	85	85	80
Legislative items drafted	45	45	45

**Proposed Program Changes:**

There are no proposed program changes at this time.

**City of Springfield**  
**Program Summary**  
**Law Department**  
**Law Department**  
**Legal**

**FY 06 Recommended Budget**

	<b>Actual</b>			<b>Actual</b>			<b>Estimated</b>			<b>Proposed</b>	
	<b>Expenditures</b>		<b>Adopted</b>	<b>Actual</b>		<b>03/31/05</b>	<b>06/30/05</b>			<b>FY 06</b>	
	<b>FY 04</b>		<b>FY 05</b>								
<b>EXPENDITURE SUMMARY</b>											
Regular Payroll	\$	344,361	\$	560,161	\$	367,287	\$	506,668	\$	542,369	
Overtime		-		-		-		-		-	
Purchase of Service		31,232		3,145		22,853		30,471		21,768	
Materials and Supplies		12,026		6,984		6,603		8,804		16,983	
Intergovernmental		-		-		-		-		-	
Other		658		-		-		-		-	
Capital Outlay		-		-		-		-		-	
<b>Total</b>	\$	388,277	\$	570,290	\$	396,744	\$	545,943	\$	581,120	

	<b>Actual</b>		<b>Estimated</b>		<b>Proposed</b>	
	<b>FY 04</b>		<b>FY 05</b>		<b>FY 06</b>	
<b>REVENUE SUMMARY</b>						
<b>Non General Fund</b>						
Grants	\$	-	\$	-	\$	-
Bond Proceeds		-		-		-
Fees		-		-		-
Reimbursements		-		-		-
<b>Total Non General Fund</b>	\$	-	\$	-	\$	-
<b>General Fund</b>						
General Fund Fees	\$	-	\$	-	\$	-
General Fund Contribution		388,277		545,943		581,120
Total General Fund	\$	388,277	\$	545,943	\$	581,120
<b>Total</b>	\$	388,277	\$	545,943	\$	581,120

	<b>Actual</b>		<b>Estimated</b>		<b>Proposed</b>	
	<b>FY 04</b>		<b>FY 05</b>		<b>FY 06</b>	
<b>FUNDED POSITIONS/FTEs</b>						
1st Associate City Solicitor		1		1		1
2 nd Associate City Solicitor		4		4		4
Paralegal		2		2		2
Collective Bargaining Agent		1		1		1
Administrative Assistant		2		2		2
<b>Total</b>		10		10		10
Appropriation Control	\$	388,277	\$	545,943	\$	581,120

**City of Springfield****FY 06 Recommended Budget**

**Function:** Law Department  
**Department:** Law  
**Program:** Litigation  
**Program Budget** \$935,865

**Program Goal:**

The goal of the Litigation Program is to provide legal services to the City so that financial exposure is minimized.

**Program Narrative:**

The Litigation Program provides legal representation to City departments, elected officials and Boards and Commissions in legal proceedings involving the City of Springfield. These services include claims investigation and management, representing the City in all courts (Federal and State – District, Superior, Land and Housing Courts) and administrative agencies (Massachusetts Commission Against Discrimination; Department of Industrial Accidents; Appellate Tax Board (ATB); Alcoholic Beverage Control Commission, etc), providing litigation support and case management services; handling all appeals in Federal and State courts; collection of monies due the City; and tax title matters. In fiscal year 2006, the Law Department will be working very closely with the Treasurer/Collector and the Office of Housing and Neighborhood Services on tax title and tax collection matters. The Law Department expects to initiate 500 new tax title cases in FY 2006.

**Program Objectives:**

1. Continue to negotiate the most advantageous settlements to minimize the City's financial exposure.
2. Effectively manage litigation so as to minimize court judgments against the City.
3. Maximize the funds collected on behalf of the City.

<b>Key Program Measures</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>
	<b><u>Actual</u></b>	<b><u>Estimated</u></b>	<b><u>Projected</u></b>
Tax Title properties processed through Land Court for disposition	45	45	500
State Administrative proceedings	40	40	40
ATB Cases	100	100	110
Litigation cases that are active	n/a	900	900
Value of settlements and judgments against the City	427,000	427,000	437,000

**Proposed Program Changes:**

The substantial increase in Land Court filings is part of a proactive approach in tax collection initiative. To facilitate this increase in services, an additional \$100k has been allocated to the Purchase of Services line item.

**City of Springfield**  
**Program Summary**  
**Law Department**  
**Law Department**  
**Litigation**

**FY 06 Recommended Budget**

	<b>Actual</b>		<b>Estimated</b>		<b>Proposed</b>
	<b>Expenditures</b>	<b>Adopted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>FY 04</b>	<b>FY 05</b>	<b>03/31/05</b>	<b>06/30/05</b>	<b>FY 06</b>
<b>EXPENDITURE SUMMARY</b>					
Regular Payroll	\$ 309,957	\$ 504,197	\$ 330,593	\$ 456,049	\$ 488,183
Overtime	-	-	-	-	-
Purchase of Service	28,112	28,309	20,570	27,427	119,593
Materials and Supplies	10,825	6,286	5,944	7,925	15,287
Intergovernmental	-	11,802	8,129	10,839	11,802
Other	-	301,600	304,562	406,083	301,000
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 348,894</b>	<b>\$ 852,195</b>	<b>\$ 669,797</b>	<b>\$ 908,323</b>	<b>\$ 935,865</b>

	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>
<b>REVENUE SUMMARY</b>			
<b>Non General Fund</b>			
Grants	\$ -	\$ -	\$ -
Bond Proceeds	-	-	-
Fees	-	-	-
Reimbursements	-	-	-
<b>Total Non General Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund</b>			
General Fund Fees	\$ -	\$ -	\$ -
General Fund Contribution	348,894	908,323	935,865
<b>Total General Fund</b>	<b>\$ 348,894</b>	<b>\$ 908,323</b>	<b>\$ 935,865</b>
<b>Total</b>	<b>\$ 348,894</b>	<b>\$ 908,323</b>	<b>\$ 935,865</b>

	<b>Actual</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>FY 04</b>	<b>FY 05</b>	<b>FY 06</b>
<b>FUNDED POSITIONS/FTEs</b>			
City Solicitor	1	1	1
Deputy City Solicitor	1	1	1
3 rd Associate City Solicitor	1	1	1
Assistant City Solicitor	7	7	7
Paralegal	1	1	1
Claims Agent	1	1	1
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>
Appropriation Control	\$ 348,894	\$ 908,323	\$ 935,865